



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

November 22, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-24

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Review of MSU Deductions Report (BL1438-01)

This is a reminder to agencies that the MSU Deductions Report (BL1438-01) is available for review. The report was produced with the 09/22/00, 10/20/00, and 11/17/00 paydays. It will also be produced for all three paydays in December. Copies of the reports are distributed with your payroll reports and in BUNDL view for the noted paydays.

This report identifies employees who have had a deduction for Flexible Benefits Dependent Day Care within this calendar year. The report should be used to determine if an employee is near exceeding, or has exceeded, the calendar year maximum amount of \$5,000.

Agencies should review the CYTD balance and pay period amount. If an employee has exceeded the maximum, the deduction should be stopped and the amount exceeding \$5,000 should be refunded. If an employee will exceed the maximum, the deduction amount should be changed to avoid this. **Group Benefits must be contacted prior to making any adjustments for employees exceeding calendar year limits. Refunds may affect the Flexible Benefits Plan Year limitations as well.**

If you have any questions, please contact a member of the User Services or Production Control Units:

Karen Antoine	(225) 342-5354	Cynthia Spann	(225) 342-8928
Paula Rotolo	(225) 342-5357	Ralph Noland	(225) 342-8928
Christi Sanchez	(225) 342-5345	Cindy McClure	(225) 342-8928

RSM:APH/kmb